



**AMERICAN EMBASSY, NEW DELHI, INDIA**

**VACANCY ANNOUNCEMENT NUMBER: 10-103A  
TRAINING LEVEL**

**REF: VACANCY ANNOUNCEMENT NUMBER: 10-103**

**Applicants must apply on Form HR-01 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below)**

**NOTE: APPLICANTS WHO RESPONDED TO VACANCY ANNOUNCEMENT NO 10-103 NEED NOT REAPPLY.**

**Only applicants who are selected for the interview will be contacted.**

**OPEN TO: All Interested Candidates**

**POSITION:** Registered Nurse, FSN-510-09, DLA-502021  
(Personal Services Agreement)

Level I (Trainee Level) - FSN-08; FP-06  
Level II (Full Performance Level) - FSN-09;  
Grade: FP-05 (Steps 1 through 04)

(The position will be filled at the appropriate level only, depending on the selected candidate)

**OPENING DATE:** September 13, 2010

**CLOSING DATE:** September 17, 2010

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** \*Starting salary and grade will be determined on the basis of qualifications and experience, and/or salary history.

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION (PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION). APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE ACCEPTED.**

#### **BASIC FUNCTION OF POSITION**

- Provide the range of registered nursing health care services, including the rendering of first aid, immunizations, as well as evaluating and assessing a variety of medical conditions through physical examination, and selecting the appropriate treatment under signed written nursing protocols or referral to the RMO or FSHP.
- Provide general registered Nursing Care.
- Manage Medical Liaison Activities with Local Health Providers.
- Responsible for Health Unit Administration.
- Conduct Health Orientation of New Arrivals.
- Responsible for reporting monthly statistics report to Washington.
- Responsible for the health promotion programs for the Embassy and also for the Consulates.
- Maintain written or electronic record of policies and procedures for the health unit.
- Perform other duties and trainings as assigned by the Management Officer or the Regional Medical Officer.

#### **QUALIFICATIONS REQUIRED**

1. Graduate of professional nursing school with a current and unrestricted Registered Nurse license from the U.S., Puerto Rico, or Western European equivalent is required.
2. At least one year of hospital or outpatient nursing is required.
3. Level IV (Fluency) in English.
4. The ability to administer adult and pediatric immunization programs according to current CDC standards is required.

#### **SELECTION PROCESS**

Qualified Eligible Family Members and applicants with U.S. Veteran Preference will be given preference. Therefore, it is

essential that the candidate address the required qualifications above in the application.

#### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Eligible Family Members who currently hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

#### **TO APPLY**

Interested applicants for this position should submit the following:

1. **Application for Employment**, Form HR-01 available on website [http://newdelhi.usembassy.gov/job\\_opportunities.html](http://newdelhi.usembassy.gov/job_opportunities.html)
2. **OPTIONAL**: Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

#### **SUBMIT APPLICATION TO**

U. S. Embassy  
Human Resources Office  
Shantipath, Chanakyapuri  
New Delhi 110 021

FAX: 2419-8056

Or

E-mail: [NewDelhiVacancies@State.gov](mailto:NewDelhiVacancies@State.gov)

Please insert **"VA# 10-103A"** (Vacancy Announcement Number) in the Subject of the E-mail. Applications without the Vacancy Number or with the incorrect Vacancy Number will not be accepted.

## **DEFINITIONS**

1. EFM: US Citizen spouse or US citizen child as referred to in 14 FAM 511.3 (1), who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

All applications for the Subject announcement must be received in the Human Resources Office by close of business **September 17, 2010**.

**AN EQUAL OPPORTUNITY EMPLOYER**